



## DSA BULLETIN 08-04

Effective: May 1, 2008  
Issued: April 4, 2008

**To:** DSA Staff and  
Interested Parties

**From:** Division of the State Architect  
Department of General Services  
State of California

**SUBJECT:** Digital Signatures for Documents Submitted to DSA for Plan Review  
and Approval.

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**Purpose:** To announce to stakeholders the encryption requirements of digital signatures accepted for documents submitted to DSA for plan review and approval, and to clarify DSA policy on digital signatures.

### **Policy:**

**Forms:** DSA does accept digital signatures on several forms. However, on certain forms the digital signature must use Public Key Cryptography. In such cases the form will indicate that original "wet" signature is required, or as an alternative, Public Key Cryptography digital signature may be used. Forms with this option include [DSA-1](#) (line 28), [DSA-1.DEL](#) and [DSA-108](#). See DSA Procedure [PR 08-01](#) for details. Other forms indicate where digital signatures can be used, but do not require Public Key Cryptography (such as [DSA-3](#)).

**Construction Documents:** For documents submitted electronically for stamping for identification at the end of backcheck as part of DSA's electronic plan review program, Architects and Engineers must apply digital signatures with Public Key Cryptography to the final construction documents (plans and specifications). Refer to DSA Procedure [PR 08-01](#) for more information.

If plans are submitted electronically for conventional review and approval (plans plotted on paper for DSA review), then the DSA-1 must be submitted in paper form with original "wet" signature on line 28. For more information on electronic submittal, see DSA Bulletin [BU 06-03](#).